

ILLEGIB

14 September 1961

120 East Building

Records Management Officer, DDS

Training Programs

1. Thank you for sending me the outline of Seminars and Workshops sponsored by the National Archives and Records Service.

2. As I suggested to you on the telephone today, we have already taken advantage of these workshops and plan a program to take greater advantage of them in the future. Specifically, several members of our Records Staff have completed some of these Seminars. We usually send someone to monitor them before proposing that Agency Records Officers attend the Seminars. For instance, I completed the one on Source Data Automation myself on 24 March 1961 and found it to be an unusually informative Seminar. Since then [redacted] has completed the seminar and I plan to send [redacted] to the one beginning on 2 October, and probably [redacted] to the one beginning on 13 November.

3. In view of our future Agency Records Program, greater decentralization, I plan to have a series of Workshops on Forms Analysis. I have tentatively arranged with the National Archives and Records Service for them to present the preliminary workshop to our Agency Records Officers soon. The detail one on Forms Analysis will be planned sometime after the preliminary one has been completed.

4. If OTR publishes a list of the Seminars and Workshops in the Bulletin, I suggest that all inquiries be directed to OTR or to me.

5. I will appreciate receiving any further appropriate training announcements.

RAO/DDS/[redacted] fms (13 Sep 1961)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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3	<i>RM 604 16th</i>		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Do you know of anyone in DDS who should attend any of these programs? The programs are listed in the <u>Interagency Training Programs</u>, Fall 1961, but no dates are given, and the courses have been changed a little.</p> <p>The programs to be given on the x'd dates will be announced in the October OTR <u>Bulletin</u>.</p> <p><i>you - would you look over & call me if you feel you might be interested in</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[redacted] 2003 Barton, [redacted]			11 Sept
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FORM NO. 237
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Replaces Form 30-4 which may be used.

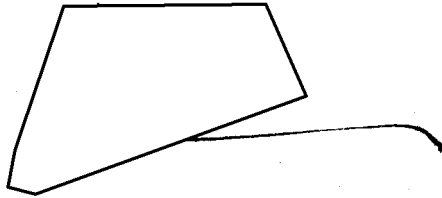
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any of the training for
you people? ?
can supply more info
if you wish.



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